

HOUSING MANAGEMENT DIVISION
Housing Service Office

OUT-PROCCESING CHECKLIST

Initial After Each Item:

_____ I understand I must notify the Rental Agency / Landlord and Housing Management Division of my Permanent Change of Station (PCS) from Japan. Notification must be done in written letter and not verbally at least 30 days or more in advance of my departure or immediately upon receipt of orders.

_____ I understand that I must provide the housing office a copy of my PCS orders and notification.

_____ I understand that I must scheduled a **Pre/Final Inspection** with the housing office. This is **MANDATORY**. Scheduling appointment must be done in person. Verbal scheduling is not authorized.

_____ I understand that on the day of the final inspection a Housing Counselor, Rental Agency / Landlord, and I must be present. I understand that I will be responsible for any damages found during the final inspection and must pay for all damages found. I am required to leave a forwarding address and / or command address at the time of termination.

_____ I understand that I am responsible for all current and final payment of all utilities and other incurred bills on the day of my final inspection.

PRE-INSPECTION: **DATE**_____ **TIME**_____

FINAL INSPECTION: **DATE**_____ **TIME**_____

I have been counseled by the housing counselor of all my responsibilities regarding my off-post rental. I have been provide a copy of "CLEANING STANDARDS FOR OFF-POST HOUSING" and understand the requirements listed.

(Print Name and Signature)

(Date Signed)

(Housing Counselor Signature)

(Date Signe)

Termination Letter (SAMPLE)

**Department of the Army
HEADQUARTERS, UNITED STATES ARMY GARRISON JAPAN
APO AREA PACIFIC 96343-5008**

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: TERMINATION OF ASSIGNMENT TO OFF-POST HOUSING

1. The following individual is terminated from Off-Post Housing:

SSN:	Name:
Rank:	Branch:
Pay Grade:	UIC/Name:

2. This individual is terminated from the following dwelling:

Address:

3. The effective date of this termination is:

4. This move is for the convenience of the Government.

Comments:

**ACTING CHIEF, UPH/HSO MGT
CAMP ZAMA HOUSING**

DISTRIBUTION:	
ACKNOWLEDGE RECEIPT:	1
PSD/CMD/FAO:	2
QUARTERS FILE:	1
SERVICE MEMBER:	1

LESSOR'S STATEMENT OF PRIVATE RENTAL CLEARANCE

私用住宅賃貸契約終了書

I _____, the undersigned, hereby state that
(Owner/Lessor) (家主又は賃貸人)
_____ has satisfied all rents and
(Lessee) (借家人氏名) (Rank) (階級)
other charges including payment of utilities and damages in relation to his tenancy in the premises
described as follows:

_____ (家屋所在地)
which he occupied under a rental agreement or lease with the undersigned from
_____ 20____ to _____ 20____.
(契約開始期日、西暦で記入すること) (契約解約期日、西暦で記入すること)

In consideration of the final payment of all accounts due me, I will not bring any charges or make
any claim in regard to the premises described above and hereby release said tenant of any claim
whatsoever in relation thereto.

私儀(氏名を英記文該当欄に記入)家主又は賃貸人として上記借家人(氏名を英記文該当欄に
記入)が上記期日より上記期日迄(夫々英記文該当欄に記入)下記署名人との賃貸借契約により
居住した上記所在の家屋(所在地を英記文該当欄に記入)の賃借に係る総ての家賃並びに電気、
水道、ガス等の支払い及び損害補償を含む他の一切の支払いを完了したことを此処に言明します。
又私に支払われるべき総ての勘定が完了した事にかんがみ、上記家屋に関する如何なる請求、或
いは苦情も行いません。又上記借家人をこれに関連する如何なる苦情、請求からも解除致します。

(Witness - Lessee) (借家人)

(Signature of Owner/Lessor) (家主又は賃貸人の署名)

(Witness) (証人)